

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Paralegal Supervisor

CLASS CODE: 2385

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification supervise litigation support staff and perform Paralegal duties.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level para-professional classification in the Corrections and Legal Series - Adjunct Group job family within the City of St. Louis. Incumbents in this classification perform routine to moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for the supervision and performance of para-professional legal duties including legal research and trial preparation work in addition to preparation of legal documents.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step, and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Reviews, evaluates, researches and prepares legal documents and various records in connection with civil litigation.

Organizes, logs, and forwards records, information, and other materials collected for and during investigations and discovery.

Identifies issues and possible grounds for objections or protective orders related to discovery.

Conveys information and updates to attorneys, witnesses, and relevant personnel. Drafts summaries and timelines of the cases and evidence.

Prepares records and information for use as exhibits and trial presentations.

Assists with the administration of litigation holds, preservation requests, and record retention management processes and systems.

Coordinates the schedules of the Law Department and Police Division Personnel.

Manages files and internal databases.

Copies, scans, indexes, mails, or delivers documents, as needed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to provide guidance, assistance and/or interpretation to others, such as co-workers, lawyers, secretaries, interns, doctors, and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, typewriter, dictaphone, copy and fax machines, and binding machine, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as medical and law books, medical records and laboratory reports, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages; perform basic algebra and descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert moderate physical in sedentary to light work, but which may involve some lifting and carrying of moderately light objects and materials, up to twenty (20) pounds.

Tasks involve the ability to stoop, kneel, bend, and climb in order to perform research duties in the law library.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, and sounds, associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.